

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

OPEN TO STATE EMPLOYEES ONLY

HEARING MANAGER

Role Title: Hearing and Legal Services Manager I

Position: # 00434

Pay Band 5 Level II, Hiring Range: \$40,959 - \$74,004

Closing Date: **April 28, 2008**

Appeals Division - This position manages and supervises day to day functions of professional and support staff in the Client Appeals Unit. The unit is engaged in conducting evidentiary hearings of adverse actions regarding client eligibility and medical services taken by DMAS and its contractors. Requires recent management/supervision of professional level staff. Requires comprehensive knowledge of health care laws, and of clinical aspects of medical conditions, mental illness and mental retardation. Requires considerable knowledge of laws, regulations and policies related to financial and categorical eligibility for publicly funded medical services. Requires considerable knowledge of due process requirements. Must have demonstrated ability to work collaboratively with various levels of internal and external staff, including management professionals, and support staff. Demonstrated ability to communicate effectively orally and in writing. Requires experience prioritizing and managing a workload. Requires demonstrated proficiency using personal computers with word processing and spreadsheet software. Prefer degree with major study in health care, law, public administration, management, or related field. **This position requires travel, occasionally overnight. Requires a valid driver's license. This position is open to current state employees only.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA